



PLAN REVIEW
REQUEST FOR DEFERRED SUBMITTAL
(COMPLETED FORM MUST ACCOMPANY THE SUBMITTAL PACKAGE)

PROJECT INFORMATION

Project Address: _____ Bldg/Ste. No. _____

Project Number: _____ Occupancy Classification: _____

Construction Type: _____ Engineer of Record: _____

DEFERRED REQUEST

Indicate items by placing a check in the box which a "Deferred Submittal" is requested. Include the date the plans will be submitted to the City for review.

DEFERRED ITEMS		SUBMITTAL DATE
<input type="checkbox"/>	Precast Panels – Non Fire-Rated Construction Only *	
<input type="checkbox"/>	Prefab Metal Building Plans – Non Fire-Rated Construction Only*	
<input type="checkbox"/>	Prefab Access Floor Systems*	
<input type="checkbox"/>	Prefab Curtain Wall Systems – Not Part of a Fire-Rated Assembly	
<input type="checkbox"/>	Interior Retractable Bleachers	
<input type="checkbox"/>	Canopies and/or Awnings*	
<input type="checkbox"/>	Spires – Non Fire-Rated Construction Only	
<input type="checkbox"/>	Prefab Steel Stairs*	
<input type="checkbox"/>	Prefab Steel Storage Racks (No High-Pile Storage)	
<input type="checkbox"/>	Prefab Wood Truss Details & Layout*	
<input type="checkbox"/>	Other:	
<input type="checkbox"/>	Other:	
<input type="checkbox"/>	Other:	

* REQUIRES AN APPROVED FABRICATOR

ACKNOWLEDGMENTS By signing this form the owner(s) and all responsible parties, acknowledge and agree to all the following statements.

- **Submittal** - All deferred plans will be submitted no later than 90 days from the original plan approval.
- **Inspections Withheld** - A final inspection cannot be scheduled, Certificate of Occupancy (CO) will not be issued, and the final release of the utilities will not be granted until all deferred items have been reviewed, inspected and approved.
- **Holds on Permit** - The project will have "Restrictive Holds" entered in the computer system to identify actions to be accomplished prior to final approval, or issuing a CO. Notes will be added to print on the building permit identifying the deferred submittal items.
- **Installation Prohibited** - It is the Owner, the Owner's Project Manager, and the General Contractor's responsibility to coordinate the submittal and approval of all deferred submittal items according to the compliance date. No deferred submittal item may be installed or erected prior to the structural plans being submitted and approved for the deferred items.
- **Engineer of Record Approval** - All deferred submittal items must be reviewed and approved by the engineer of record prior to submitting the documents for plan review. The engineer must include in the structural plans the minimum required design / performance specifications. The manufacturer's title block or approval stamp on the shop drawing sheets must be marked (FOR CONSTRUCTION) and sealed on the structural plans, by the engineer of record.
- **Approved Fabricators** - All items designated with an asterisk (*) in the table require a City of Houston Approved Fabricator. To obtain a list of approved fabricators please contact 832-394-9167.

PRINT NAME OF OWNER OR PROJECT MANAGER _____

OWNER'S SIGNATURE _____ DATE _____

PRINT NAME OF CONTRACTOR _____

CONTRACTOR'S SIGNATURE _____ DATE _____